Metadata Tagging

Metadata Tagging Overview

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Metadata Tagging

Definitions

Metadata

Any type of description can be considered metadata. Examples include: library catalog information, encoded text file headers, and driver's license data.

Metadata Tagging

Descriptive Information concerning an information product which makes it easy to locate. It provides a common set of tags that can be applied to any information product, regardless of who created it, or where it's stored. It is embedded identifying language in a document (XLM).

Metadata Tagging

Issues:

- Currently in USAREUR there is no efficient automated process for capturing, cataloging, retrieving or discovering information within published documents.
- Net-Centricity requires metadata tagging in support of transformation.

Problems:

- Documents are developed but not necessarily reusable
- Information cannot be retrieved efficiently
- Manual insertion of metadata is complicated, cumbersome and inefficient

MetadataTagging

Background / Current Situation

- **Information products require metadata tagging for proper discovery of information products when the specific subject is searched.**
- **Currently no system exists in USAREUR that can enter metadata tagging into documents.**

Proposed Pilot

- **Acquire, implement and test metadata tagging software that will write information via XML code into information products.**
- **Resulting information allows evaluation of the Metadata Tagging software for future use.**

Metadata Tagging

Results	Obstacles
• Allows warfighters and other network users the ability to quickly find information products • Results in a business process change for network users • Increases flexibility, readiness, effectiveness and availability of usable information products. • Provides users with the ability to easily insert metadata tagging in any MicroSoft information product.	• Requires users and Information Management Officers (IMO) to add the automated metadata tagging software to their computers for their use. • Results in a business process change for network users • May require the USAREUR Commander to issue a Command Tasker for implementation.

Metadata Tagging

Solution / End-State

Solution

- Integration of an automated method for capturing Metadata in the development of information products
- Non intrusive to current business processes
- Enforces standardization

Desired End-State

- Information / Knowledge is shareable
- Users across the enterprise can search and find information
- Information becomes an asset of the enterprise

Metadata Tagging

Way Ahead

Need estimated funding of $300,000 for:

- 6,000 licenses for metadata tagging software
- Off the shelf metadata tagging software for testing and evaluating in a Pilot study
- Use of contractor assistance
- Command support to induce culture change
- Empirical evaluation and research results
- User acceptance upon realizing time management savings and greater ease in locating information

MetadataTagging

USAREUR Metadata Tagging Standard

Comment	When a creator is a service or an organization, and not an individual, it is expected that the contact authority (person or organization) for the resource will be listed.
Requirement	Mandatory
Organization	Values in this element should indicate whether the other mandatory creator elements relate information pertaining to an 'Author' 'Point of Contact' 'Organization'.
Office Symbol	The identification ID of an organization or agency with which an individual or service has an affiliation.
Phone Number	A telephone number. This value must include country code and area code, when applicable.
XML	<Creator><XML><Creator qualifier="organization"><Affiliation>U.S. Army</Affiliation><Officesymbol>AEAIM-C-P</Officesymbol><Phonenumber>222-222-2222</Phonenumber></Creator></XML>